

# FRESNO, CALIFORNIA

## CLASS SPECIFICATION

### SENIOR PROPERTY & EVIDENCE TECHNICIAN

**FLSA STATUS:**

Non-Exempt

**CLASS SUMMARY:**

The Property & Evidence Technician is the second in a two level series classification in the Safety Non-Sworn Property and Evidence series. Incumbents are responsible for receiving, storing, and disposing of property and evidence held by the Police Department.

Distinguishing characteristics include responsibility, as a lead worker, for making work assignments, overseeing the work of subordinate staff, training, ordering and distributing incoming property and evidence for adherence to department policies and procedures.

The Senior Property & Evidence Technician is distinguished from the Property and Evidence Technician by its responsibility for serving as a lead worker to other employees, and performing administrative tasks in the absence of the supervisor.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

**FRE-  
QUENCY**

- |    |                                                                                                                                                                                                                                                                                                                                                                         |                   |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 1. | Makes work assignments, oversees the work of other staff, trains, prepares reports, and performs administrative tasks in the absence of the supervisor.                                                                                                                                                                                                                 | Varies<br>0 – 10% |
| 2. | Receives, records, classifies, stores, safeguards, and releases/returns money, firearms, evidence, and property, including found property, recovered or received as a result of search warrants or from prisoners and suspects by sworn and other Police personnel, ensuring chain-of-custody tracking and compliance with applicable internal policies and procedures. | Daily<br>40%      |
| 3. | Implements destruction of property in accordance with established departmental procedures, including narcotics, firearms, and/or other applicable items.                                                                                                                                                                                                                | Daily<br>20%      |
| 4. | Responds to inquiries from the public, law enforcement agencies, attorneys, and court personnel regarding the status of property and evidence in case files.                                                                                                                                                                                                            | Daily<br>20%      |
| 5. | Performs formal and/or informal audits of stored evidence for proper packaging, labeling, and database entry.                                                                                                                                                                                                                                                           | Daily<br>10%      |
| 6. | Checks out evidence to local, State, and Federal law enforcement agencies, ensuring proper authorization for viewing and related tracking of checked out items.                                                                                                                                                                                                         | Daily<br>10%      |

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<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u></b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE-QUENCY</u></b>
7.	Transports evidence to off-site storage locations.	Daily 5%
8.	Retrieves evidence information to assist with official inquiries, determining location, status, and history of evidence.	Daily 10%
9.	Collects and forwards case information to investigators for evidence review.	Weekly 5%
10.	Makes changes and corrections to information contained in restricted property and evidence database files as requested; ensures the integrity of the files.	Weekly 5%
11.	Performs other duties of a similar nature or level.	As Required

#### **Training and Experience** (positions in this class typically require):

- Two years of experience equivalent to a Property and Evidence Technician with the city of Fresno.
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **Licensing Requirements** (positions in this class typically require):

- Basic Class C License
- Successful completion of: polygraph test, psychological examination, medical examination, and an extensive background investigation (Not required upon successful completion of City of Fresno Helicopter In-Training program)

#### **Knowledge** (position requirements at entry):

Knowledge of:

- Warehousing principles and practices;
- Customer service policies, principles and practices;
- Firearms care and use practices;
- Methods and precautions in storing and handling chlorine and other hazardous materials and chemicals;
- Inventory control principles and practices;
- Applicable, Federal, State and local laws and ordinances related to the handling and disposal of firearms, narcotics and evidential and other property, including chain of evidence records.

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#### **Skills** (position requirements at entry):

Skill in:

- Using computers and applicable software applications
- Prioritize and assigning work; detail oriented and ability to multi-task\*
- Training employees in proper work methods
- Maintaining confidentiality
- Handling and storing firearms, narcotics, and evidential and other applicable property
- Preparing and performing mathematical calculations
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Providing customer services
- Interpreting, applying and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Safely operating and maintaining applicable tools and equipment
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

#### **Physical Requirements:**

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Very Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, biohazards, work space restrictions, inadequate lighting, intense noises, and travel.

#### **Note:**

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

#### **Classification History:**

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008